



COMMONWEALTH of VIRGINIA

Department of
Mental Health, Mental Retardation and Substance Abuse Services

JOHN M. FAVRET
Director

Eastern State Hospital

12 July, 2006

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<http://www.esh.dmhmrsas.virginia.gov>

Dear Eastern State Hospital Vendor:

As an Agency of the Commonwealth of Virginia our facility is required to abide by the purchasing procedures prescribed by the *Code of Virginia* and disseminated by the Department of General Services, Division of Purchases & Supply. Virginia has established an Internet based purchasing system called "**eVA**". The system is Virginia's business-to-government web site that is intended to open the door to increased business possibilities for vendors. It provides a round-the-clock venue for buyers and vendors and is where Virginia is anticipated to spend more than \$5 billion a year to deliver goods and services to support a variety of citizen programs. A more detailed explanation of "**eVA**" is attached that includes the clauses implemented by the Governor's Executive Order.

We are required to notify vendors that we do business with about "**eVA**" and seek their participation in this process. In doing so we request that you respond in writing stating if you intend to participate in the "**eVA**" process or decline to participate.

Our facility sincerely appreciates the goods and/or services your company can provide and encourage you to participate.

Should you have questions please contact this office at 757-253-5205.

Regards,

Jim S. Warren, VCO
Purchasing & Materials Manager

1 Attachment - eVA Explanation

The following policy was enacted by Department of General Services, Division of Purchases and Supply, Agency Procurement and Surplus Property Manual through PIM 98-020, effective 6/29/2006:

eVA Business-To-Government Vendor Registration: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

Note: Vendors are strongly encouraged to register your company prior to submitting a bid or offer. Failure to register will result in your bid or offer being found non-responsive and rejected. All vendors must register in both the eVA and the Ariba Commerce Services Network Vendor Registration System.

The following clause will appear in all solicitations, contracts, contract renewals, and purchase orders issued by this Agency.

eVA Business-To-Government Contracts and Orders: The solicitation/contract will result in (_____) purchase order(s) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

NOTE: Failure to comply with the above requirements will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. For use in all solicitations and renewals of statewide, single agency, and cooperative term contracts